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EXECUTIVE SECRETARIAT
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Remarks

Executive Secretary

11 Jun 87

Date

3637 (10-81)

U.S. Department of Justice

Immigration and Naturalization Service



Executive Registry

37-2145X

Office of the Commissioner

425 Eye Street N.W.

Washington, D.C. 20536

JUN 5 1987

Honorable William H. Webster
Director of Central Intelligence
Washington, D.C. 20505

ATTN: Director of Personnel

Dear Judge Wallace:

The Immigration Reform and Control Act of 1986 (P. L. 99-603), which was signed into law by President Reagan on November 6, 1986, requires that all individuals hired to work in the United States in both the private and public sector have lawful employment eligibility. This law applies to any person hired on or after the date of enactment. The United States Government -- the largest employer in America -- is bound by this law. Beginning June 1, 1987, all Government agencies were required to complete an Employment Eligibility Verification Form (INS Form I-9) for each individual hired on or after that date. This form must be completed within three working days of the beginning of employment. An I-9 must also be completed on each current employee who was hired between November 6, 1986, and May 31, 1987. The law gives each employer until September 1, 1987, to complete the forms on this latter group of employees. Please keep in mind that it is not necessary to complete this form for any current employee hired before November 6, 1986, nor is it required for job applicants who are not subsequently hired.

The Office of Personnel Management will be issuing regulations on the employment eligibility verification process as well as instructions on the preparation and retention of the INS Form I-9. To assist you in implementing this new requirement, I am enclosing a copy of the M-274 Employer Handbook, an instruction booklet that INS is currently distributing to other public and private sector employers which explains in detail the I-9 process. I am also making available the assistance of my staff to answer any questions you may have and to help you in implementing this new requirement in a smooth manner and with a minimum of disruption to your ongoing operations. The Service has a number of field offices throughout the United States co-located or near other Federal offices, all of which may be contacted for assistance. We have available a number of educational materials, including a videotape presentation, on the reasons for and use of the I-9. I have also requested my staff to arrange a briefing for all the Agency Personnel Directors here in the Washington metropolitan area on the new law and specifically on the employment eligibility aspects of the law. We will be contacting the Directors in the near future with more details on this briefing.

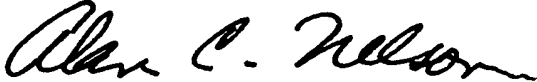


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As representatives of the United States Government we all have a responsibility for setting the example on complying with the requirements of this law. I am confident that I can count on your cooperation in helping the Immigration and Naturalization Service to implement the Immigration Reform and Control Act.

Sincerely,

A handwritten signature in dark ink, appearing to read "Alan C. Nelson". The signature is fluid and cursive, with the first name "Alan" being more prominent.

Alan C. Nelson
Commissioner

Enclosure

U.S. Department of Justice
Immigration and Naturalization Service
425 I Street, NW
Washington, DC 20536
Official Business
Penalty for Private Use \$300

M-274 (5-87)

Handbook for Employers

Instructions for Completing Form I-9 (*Employment Eligibility Verification Form*)

To American Employers:

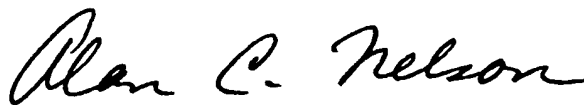
When the Congress passed and the President signed into law the Immigration Reform and Control Act of 1986, the result was the first major revision of America's immigration laws in decades. The new law seeks to preserve jobs for those who are legally entitled to them: American citizens and aliens who are authorized to work in our country.

The Immigration and Naturalization Service is responsible for implementing this new law. Public cooperation is crucial to the success of this national effort.

Put briefly, the law says that you should hire only American citizens and aliens who are authorized to work in the United States. You will need to verify employment eligibility of anyone hired after November 6, 1986, and complete and retain a one-page form (I-9) contained in this handbook.

We have worked to make the process as simple as possible. This handbook provides a step-by-step explanation of what you must do. We hope you will find it helpful.

All Americans stand to benefit from the successful implementation of the Immigration Reform and Control Act. We seek your cooperation.



Alan C. Nelson
Commissioner
U.S. Immigration and Naturalization Service